

Spec. Code: 0815
Occ. Area: 04
Work Area: 013
Prom. Line: None
Prob. Period: 6 mo.
Effective Date: 11/13/84

TRANSPORTATION CLERK

Function of Job

Under general supervision from a designated supervisor, to perform specialized clerical duties that support motor vehicle services on a campus.

Characteristic Duties and Responsibilities

1. receives requests, assigns, reserves, and schedules vehicles
2. maintains records of mileage, length of use, destination of vehicles, etc. for billing purposes
3. monitors the scheduling of vehicles for regular maintenance checks
4. makes arrangements for leasing vehicles from outside agencies to meet special transportation needs
5. maintains shuttle schedules for university vehicles
6. obtains cost estimates for specialized repairs or modifications of university vehicles
7. maintains records and prepares reports of operational transportation costs
8. prepares forms to procure title and license and to register university fleet vehicles
9. distributes billings to appropriate parties and monitors payments
10. may supervise assigned personnel performing similar duties or serve as lead worker
11. may operate vehicles as the need arises
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of work experience involving scheduling, dispatching, and/or bookkeeping activities

2. valid State of Illinois driver's license at time of appointment, the class of the license depending on the type of vehicle(s) to be operated

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to learn terms and practices used in the operations, maintenance, and repair of motor vehicles
2. ability to organize/schedule/set priorities on vehicle requests or jobs
3. ability to keep records of motor vehicle operations
4. ability to gather and assemble data
5. mathematical ability adequate to prepare elementary statistical reports
6. verbal and written communication skills
7. ability to deal effectively with faculty, staff, students, and the public